



KELMS User Group

February 22, 2017



Agenda

- Welcome & Opening *Chris Johnson*
- KELMS *Wes Swarner*
- Statewide Training *Varied Speakers*
- Certificate of Supervisory Essentials *Galen Linville*
- KELMS Upgrade & Demo *Kathy Hutcherson*
- Online User Group *Elizabeth Cram*



KELMS – Wes Swarner

- **Historical Info**
- **Designated Support Contacts**
- **Reminders**
 - Problem Resolution
 - Contractors
- **Over 400 KELMS Users**
- **Continued improvement in functionality**



Personnel Cabinet – Robbie Perkins



- **iSTEP = the Information, Security, Training, Education, Policies/Procedures Portal**
- **What is iSTEP?**
Your tool for awareness, training, and understanding of Personnel Cabinet and Enterprise IT policies and procedures
- **Your training and acceptable use agreement for access to Personnel Cabinet's Enterprise HR systems**
- **These policies and procedures ensure compliance with both state and federal laws and regulations to safeguard PHI, personal identifiable data, and/or confidential data**
- **Trains you on the steps to protect sensitive data**



Personnel Cabinet – Robbie Perkins



- Educates users on how to prevent security incidents and what to do if there is an incident and ultimate breach
- Ensures compliance with the Protection of Personal Information Security and Breach Investigation Procedures and Practices Act
- Who must complete?
All Personnel Cabinet staff and all external users of any and all Personnel Cabinet Enterprise HR systems shall complete yearly to retain access to those systems
- Take away...
You are the front line of defense when it comes to the Personnel Cabinet's most sensitive data including your own!



ODET – Training – Jeanne Olivas

- **Workshops scheduled through 2017**
 - <https://personnel.ky.gov/Pages/ODE-Training.aspx>
- **Workshop Catalog**
 - <https://personnel.ky.gov/ODET/ODET%20Course%20Catalog.pdf>
- **State Park Resort Training**
 - **Six different workshops @**
 - Jenny Wiley
 - Lake Cumberland
 - Pennyrile



Department of Human Resources Administration (DHRA) – Alaina Myers

- **Employees**

DHRA strives to ensure employees are aware and knowledgeable of important human resource topics.

HR Courses - CBT

- Accurate Time Reporting*
- Family and Medical Leave Act (FMLA)
- Overview of Executive Branch Ethics*
- Security Awareness*

KHRIS Employee Self-Service - CBT

- Tutorials and instructional guides on ESS page
<https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>

Performance Management - CBT

- Employee Performance Evaluation Orientation**

*All employees are required to complete this course

**All employees who are eligible for the evaluation system are required to complete this course



Department of Human Resources Administration (DHRA) – Alaina Myers

- **Managers**

DHRA strives to ensure managers are aware and knowledgeable of important human resource topics.

KHRIS Manager Self-Service - CBT

- Tutorials and instructional guides on MSS page

<https://personnel.ky.gov/Pages/learning-KHRIS-MSS.aspx>

Performance Management

- Performance Matters Supervisor Evaluation Training - ILT (full-day classroom training)*
- Performance Matters Refresher Training - ILT (2-hour classroom training)
- Performance Management Supervisor Evaluation Training - CBT

* All evaluators are required to complete this course before completing any phase of the evaluation process



Department of Human Resources Administration (DHRA) – Alaina Myers

- **Human Resources Staff**

- **KHRIS Training**

- **KHRIS Basics of Navigation - CBT (prerequisite to all KHRIS ILT)**

- **KHRIS Human Resource Generalist (HRG) Training - ILT**

You must successfully complete the full course in order to obtain the HRG security role in KHRIS. Once that role is obtained, the individual courses may be taken as refresher courses at any time they are offered. This is a weeklong course, comprised of the following:

- **Organizational Management (OM) 100**
 - **Personnel Administration (PA) 100**
 - **Time Management (TM) 100**
 - **Payroll (PY) 100**
 - **Benefits Administration (BN) 100**



Department of Human Resources Administration (DHRA) – Alaina Myers

- **Human Resources Staff**

- KHRIS Training

- **200 Level Courses - ILT**

These advanced courses are intended to build on the level 100 courses. Prior to attending, KHRIS HRG training must be successfully completed and the employee must have at least six months experience working with the HRG role.

- **Organizational Management (OM) 200**
 - **Personnel Administration (PA) 200**
 - **Payroll (PY) 200**



Department of Human Resources Administration (DHRA) – Alaina Myers

- **Human Resources Staff**

- **KHRIS Training**

- **Time Administrator Training - ILT**

- You must successfully complete this one-day course in order to obtain the TMA security role in KHRIS. Once that role is obtained, employees are encouraged to attend the course again as a refresher.

- **Time Keeper Training - ILT**

- You must successfully complete this one-day course in order to obtain the TMK security role in KHRIS. Once that role is obtained, employees are encouraged to attend the course again as a refresher.



Department of Human Resources Administration (DHRA) – Alaina Myers



- **Human Resources Staff**

- **COS Training - CBT**

- COS Basics of Navigation for Agency Level 1 & 2 User Types
 - Agency Level 3 and 3 eLink User Types
 - Agency Level 4 User Types
 - Online COS tutorials are required for all agency level user types
 - These tutorials must be taken through KELMS in order to track completion
 - Access to COS will be revoked if these are not completed



Department of Human Resources Administration (DHRA) – Alaina Myers

- **Upcoming Trainings**

Managers

- Position Description Training for Managers - CBT

Human Resources Staff

- Worker's Compensation BuyBack Process Training - ILT
- Fundamentals of Payroll - ILT



Department of Human Resources Administration (DHRA) – Alaina Myers

- Please visit the Personnel Cabinet's Training and Development page for additional information

<https://personnel.ky.gov/pages/learning.aspx>

KENTUCKY PERSONNEL
A site for state employee and benefit participant team members

Benefits ▾ Resources ▾ Services ▾ Find a Job News HR Administrators KHRIS Login

Home > Training and Development

Training and Development

In order to develop as an organization, we believe in providing our employees with opportunities for professional growth and development. On this page you will find a variety of technical, professional, and managerial courses to assist and enhance an employee's career.

Employees

Click [HERE](#) to access training and development opportunities intended for all state employees.

Managers/Supervisors

Click [HERE](#) to access training and development tools created for employees in management/supervisory positions.

Human Resource Staff

Click [HERE](#) to access HR process and system training information.



Kentucky Employee Assistance Program – Trina Koontz

- **Classroom Workshops**
- **Webinars**
- **Wellness points**



Kentucky Department of Library & Archives – Alicia McGrath



Kentucky Department for
Libraries and Archives

- We input webinar attendees into KELMS after the webinar.
- Any attendees from webinars that are listed on our training calendar will be entered into KELMS (<http://kdla.ky.gov/employees/Pages/TrainingEventsCalendar.aspx>)
- This can take us up to a couple of months to get done. Please be patient with us.



Kentucky Department of Library & Archives – Alicia McGrath



Kentucky Department for
Libraries and Archives

- Look for our course titles: **KDLA Webinar: webinar title name**
- Our course code is: **51555WEBPGDKDLA**
- We partner with KEAP to offer webinars. Those webinars have the course code: **51555WEBPGDKDLAKEAP**
- If you ever have any questions regarding KELMS & KDLA, please contact me: Alicia.McGrath@ky.gov or 502-564-1727.
- Thank you!



Division of IT Governance

Commonwealth Office of Technology - Phil St. John

- **Two training providers were awarded the IT training contract for the Commonwealth.**
- **Their class offerings will be added to KELMS on the IT Training tab.**
- **ONLY those providers may be used to provide those specified class offerings.**
- **So you need to look in KELMS first before purchasing training from another source.**
- **If you need a specified class before it is offered you should contact the contracted provider for options.**
- **This does NOT apply to conference training.**



Certificate of Supervisory Essentials - Galen Linville

11 Required Workshops and an Assessment

- A comprehensive list of workshops with the course numbers is provided to each participant
- 3 are online only
- 5 are face-to-face only
- Two Year Time Limit
- ODET schedules the orientation workshop and assessments
- Participants:
 - Determine which course schedules fit their work schedule
 - Submits enrollment requests to Training Liaison
- Training Liaisons:
 - Assist employees with KELMS password resets
 - Schedule workshops based on agency policies
- CSEquestions@ky.gov



KELMS 2017 Upgrade – Kathy Hutcherson

Learner/Manager

- Improved menus
- 1st time login – set secret question
- New Homepage – easy navigation
- Find Your Training Coordinator from homepage
- Jump to Learner Dashboard & Timeline
- New Learner Dash boarding capabilities
- To Do List = Timeline
- Catalog = Library
- Searching is much easier
- Improved catalog/library functionality
- Improvements to course registration
- Back Button



KELMS 2017 Upgrade – Kathy Hutcherson

Instructors & Training Coordinators

- User Acceptance Testing Complete
- Training Schedule Created
- Current Users Registered by Domains
- Go live
- New Users Registered
 - KELMS Access Request Forms (KARF)
 - <https://personnel.ky.gov/Pages/TrainingKELMS.aspx>



KELMS 2017 Demo – Kathy Hutcherson



eLearning – Elizabeth Cram



- **Coming Soon: eLearning Support Group**
- **The Importance of our Staging Environment**
 - <http://rod-test.sumtotalsystems.com/kygov>
- **Fine-Tuning our Troubleshooting**
- **Replacing Content vs. New Versions**



Questions?

<https://personnel.ky.gov>

